

CITY OF TUALATIN

Classification Description

Job Title: Building Official
Department: Engineering/Building
Reports To: City Engineer
FLSA Status: Exempt

SUMMARY: Manages the building inspection program and plan review process of the City. Supervises division staff engaged in on-site inspection, plan review, nuisance abatement (code enforcement) and clerical tasks. Coordinates work performed by consultants. Maintains review process to ensure that all building permits and projects follow required City processes and approvals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned:

Manages the building inspection program and plan review process of the City.

Supervises inspectors and clerical staff of the division: interview, hire, and train employees; set schedules, assign employees, direct work and, appraise performance;

Counsel, motivate and discipline employees; address complaints and resolve issues.

Meets with consultants, engineers, architect and other members of the development community regarding plans, inspection results, code requirements, change requirements, etc., to ensure that projects are constructed in accordance with applicable requirements.

Reviews building permits and projects to ensure required procedures and approvals are completed in proper sequence. Ensures work is completed according to approved plans.

Reviews request for, and issuance of building permits.

Sets schedules of building valuations to determine basis for Building Permit fees. Implements and monitors the City's nuisance abatement program.

Participates in Citywide code enforcement program.

Coordinates work with other divisions and departments of the City.

Reviews and implements changes in State Building Codes and procedures.

Assists the City Engineer in the preparation of the annual budget and five-year plan.

Make occasional field inspections of projects to ensure compliance with the uniform building code, city development code, and planning standards.

Drives to job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.

Acts as the City Engineer in his/her absence.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in the Building Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; counseling, motivating and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports affirmative action and respects diversity.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; Plans for additional resources; Organizes or schedules other people and their tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures subordinates use, equipment and materials properly.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to a diverse audience.

Mathematical Skills: Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Independence of action is stressed. Assignments are general in nature requiring the application of technical skill and knowledge.

Certificates, Licenses, Registrations: A-Level Plans Examiners Certification and A-Level Structural Inspection Certification from the State of Oregon. Possession of or ability to obtain a valid Oregon driver's license.

EDUCATION and/or EXPERIENCE: Education and experience sufficient to assure an A-Level Plans Examiners Certification and A-Level Structural Inspection Certification from the State of Oregon. Four years of progressively responsible experience in building inspection including dealing with the public, scheduling work, and problem solving. Two years of full range supervisory experience.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee regularly lifts and/or moves up to 10 pounds and occasionally lifts and/or moves up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is normally located indoors in an office setting, with occasional exposure to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.